

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: February 20, 2017 **Closing Date:** March 3, 2017

**Special Investigator
Criminal Division, Sussex County**

Job Responsibilities and Duties:

There is an immediate need for a Special Investigator in the Criminal Division, to work in Sussex County. This Special Investigator will work directly with Deputy Attorneys General in pre-arrest investigations, post-arrest investigations and prosecutions arising from various communities. Criminal Division Special Investigators are supervised by the Chief Special Investigator.

Special Investigators interview witnesses, obtain evidence, attend court proceedings, testify when appropriate and provide overall vertical prosecution assistance to the Deputy Attorneys General on specific cases. Special Investigators prepare and submit timely reports of interviews and investigations and will maintain professional liaisons and strong lines of communications and coordination with relevant law enforcement agencies.

Special Investigators are expected to maintain an effective level of communication and coordination with all other Special Investigators in the Department.

Special Investigators are required to maintain professional certification in numerous areas, including CJIS, DELJIS, NCIC, Auto Track, CMS, Firearms and other areas of expertise, as necessary.

Minimum Qualifications:

1. Substantial experience as a law enforcement officer.
2. Ability to work independently or within a team to investigate complex and difficult cases.
3. Ability to prepare comprehensive investigative reports for review by the Deputy Attorneys General for criminal complaints.
4. Ability to qualify and carry a weapon.
5. Possession of a valid driver's license.
6. Current Council on Police Training (COPT) Certificate or recent COPT certification.
7. Familiarity with the DELJIS, NCIC, automated warrant system and LEISS system.
8. Strong written and verbal communication skills.

Internal applicants should submit an updated Resume or summary of work experience to the Director of Human Resources.

External applicants should submit a Resume and a State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, or Email to DOJHR@state.de.us, or Fax to: 302-577-5866. EOE.